

## TEN STEPS TO JOB SUCCESS

### 1. Define Your Interest

First figure out what you like doing and what you can do with those skills

### 2. Develop A Resume

A resume is a short description of your education, paid employment, volunteer activities, interests and personal strengths.



### 3. Create A Cover Letter

A cover letter is a short introduction of yourself and an explanation of why you are writing.

### 4. You Need To Network

Networking is getting the people who you know to introduce you to people and to opportunities that are available.

### 5. Volunteer For Experience

When you volunteer you meet new people, learn transferable skills and even learn about a potential career.

### 6. Want Ads Are Wonderful

Try your local newspaper to find a job close to home. Read want ads in local and big city newspapers to learn about the kinds of jobs that are available, qualifications needed, and pay. The internet can be a help in learning about jobs and job openings.

### 7. Create Your Own Job

Many youth make good money by doing jobs in their neighborhoods.



### 8. Doing The Interview

First the interview lets employers find out if they want to hire you, and secondly the interview gives you a chance to find out if this is a job you would like and if these are people you would like to work for.



### 9. Present Yourself Professionally

Dress appropriately for the interview.

### 10. Follow Up for Success

You should follow up every job interview with a thank you letter



